



# Law & Finance Committee

May 10, 2023 4PM

40 McMaster Street, Ballston Spa, NY

Chair: Jonathan Schopf

Members:

Phil Barrett-VC

Diana Edwards

Joe Grasso

John Lant

Kevin Tollisen

Matt Veitch

Welcome and Attendance

Approval of the minutes from April 12, 2023

## **REAL PROPERTY TAX**

- Authorizing the conveyance of a tax acquired parcel in the Town of Day.  
(Anna Stanko, Director of Real Property)  
**BUDGET IMPACT:** No Budget Impact.
- Cancelling taxes in the Town of Ballston.  
(Andrew Jarosh, County Treasurer)  
**BUDGET IMPACT:** No Budget Impact.

## **LEGISLATIVE & GOVERNMENT AFFAIRS**

- Opposing passage of Conservation Subdivision Design Bill A04608 and corresponding Senate Bill.  
(Arthur Wright, Supervisor – Town of Hadley)  
**BUDGET IMPACT:** No Budget Impact.
- Authorizing an agreement with Granicus LLC for the provision of agenda management software.  
(Therese Connolly, Clerk of the Board)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

## **PUBLIC SAFETY**

- Authorizing acceptance of a State Aid grant for reimbursement of expenses related to the Ignition Interlock Device Non-Installer Enforcement Program from the New York State Division of Criminal Justice Services.  
(Susan Costanzo, Probation Director)  
**BUDGET IMPACT:** The budget will be amended to accept these funds and authorize the related expenses.

- Authorizing transfer of funds from the Animal Shelter trust fund and amending the 2023 County budget in relation thereto.  
(Penny Heritage, Animal Shelter Director)  
**BUDGET IMPACT:** Authorizing transfer of funds from the Animal Shelter trust fund and amending the budget to accept these funds and authorize the related expenses.
- Authorizing an agreement with the Town of Waterford-Halfmoon Union Free School District for the provision of a School Resource Officer and amending the 2023 Compensation Schedule under the Sheriff’s Department and amending the 2023 budget in relation thereto.  
(Michael Zurlo, County Sheriff)  
**BUDGET IMPACT:** The budget will be amended to accept these funds and increase fund balance by \$15,712.47.
- Authorizing an agreement with Emergency Power Systems, LLC for preventative maintenance services for the emergency stand-by generators at the County’s Public Safety radio towers.  
(André Delvaux, Director of Emergency Management)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Proclaiming May 21-27, 2023, as “National Emergency Medical Services Week” in Saratoga County.  
(André Delvaux, Director of Emergency Management)  
**BUDGET IMPACT:** No Budget Impact.

## **HUMAN RESOURCES & INSURANCE**

- Amending the 2023 compensation schedule to reclassify positions under the Department of Health.  
(Daniel Kuhles, Commissioner of Health)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with Black Dog Designs, LLC for marketing consulting services.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

## **ECONOMIC DEVELOPMENT**

- Authorizing the transfer of funds from the Economic Development Reserve Fund and amending the 2023 County budget in relation thereto.  
(Jason Kemper, Director of Planning & Economic Development)  
**BUDGET IMPACT:** The budget will be amended to increase appropriations and decrease the Economic Development Grant Program Reserve Fund by \$13,351.98.
- Authorizing an agreement to provide administrative support services to the Saratoga County Industrial Development Agency.  
(Jason Kemper, Director of Planning & Economic Development)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

## TRAILS & OPEN SPACE

- Authorizing the transfer of funds from the County Open Space Reserve and amending the 2023 County budget in relation thereto.  
(Jason Kemper, Director of Planning & Economic Development)  
**BUDGET IMPACT:** The budget will be amended to increase appropriations and decrease the Open Space Reserve Fund by \$32,220.50.
- Authorizing the implementation and funding in the first instance 100% of the Federal Aid and State “Marchiselli” program-aid eligible costs of a Transportation Federal Aid Project, and appropriating funds therefore, and amending the 2023 County budget in relation thereto.  
(Jason Kemper, Director of Planning & Economic Development)  
**BUDGET IMPACT:** The budget will be amended to accept these funds and authorize the related expenses.

## LAW & FINANCE

- Authorizing agreements with Rozell East Inc. and Gross Electric Inc. for work relating to the ACE Pump Station upgrade.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** The budget will be amended to increase appropriations and decrease Sewer fund balance by \$687,777.
- Authorizing agreements with W. M. Shultz Construction for HVAC and plumbing upgrades to the Saratoga County Sewer District No. 1’s Saratoga Springs Pump Station and amending the 2023 County budget in relation thereto.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** The budget will be amended to increase appropriations and decrease Sewer fund balance by \$1,611,000.
- Bond resolution authorizing the issuance of an additional \$16,650,000 serial bonds of the County of Saratoga, or so much thereof as may be necessary to finance the cost of construction of a biosolids Digester Facility by Saratoga County Sewer District No. 1.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** No Budget Impact.
- Amending and approving the proposed construction of a Biosolids Digester Facility by Saratoga County Sewer District No. 1 and adopting a negative declaration under SEQR.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** No Budget Impact.
- Authorizing payments to AMCS Group Inc. for an Asset Management Program for Saratoga County Sewer District No. 1.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** No Budget Impact.

- Amending resolution 120-2023 to revise the authorized contract amount for the agreement with WM J Keller & Sons Construction for work associated with upgrading Saratoga County Sewer District No.1's D&R Pump Station located in the Town of Halfmoon.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** No Budget Impact.
- Authorizing an amendment to the 2023 County budget to fund expenses associated with the County's tax foreclosure actions.  
(Andrew Jarosh, County Treasurer)  
**BUDGET IMPACT:** The budget will be amended to increase appropriations and decrease fund balance by \$75,000.
- Authorizing consent to an assignment agreement between County of Saratoga, Town of Malta, and GlobalFoundries U.S. Inc.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** No Budget Impact.

### **CHAIRMAN'S ITEM**

- Appointing members to the County Planning Board.  
(Chairman Kusnierz)  
**BUDGET IMPACT:** No Budget Impact.
- Appointing a member to the County Fire Advisory Board.  
(Chairman Kusnierz)  
**BUDGET IMPACT:** No Budget Impact.

### **OTHER BUSINESS**

- Law and Finance Committee approval required for a partial distribution of funds for projects identified by the Supervisors of Saratoga Springs.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- **Setting agenda for Board Meeting Scheduled for May 16, 2023**

Adjourn

To view the webcast live or once recorded, go to <https://www.saratogacountyny.gov/meetings/2023-meetings/>



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Sewer District #1

**DATE:** 5/2/23

**COMMITTEE:** Law & Finance

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing the Chairman to enter into agreements with Rozell East Inc. and Gross Electric Inc. for work relating to the ACE Pump Station Upgrade

3. Specific Details on what the resolution will authorize:

SCSD through the County Purchasing department sought bids for work relating to upgrading the ACE pump station. Rozell was low bid at \$1,160,000 for the GC work and and Gross Electric was the low bid at \$177,777. Work includes converting to a submersible pump station with an EQ tank, new generator, new pipes and valves and an upgraded entrance. The low bidder for electric rescinded their bid, and gross was the second low bidder.

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted Yes

4. Is a Budget Amendment needed:  YES or  NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
 Consulted Yes

- Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount
ES.81.812-7092	Infrastructure	\$687,777

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Decrease ES-0599.B Appropriated Fund Balance-Budgetary Amount: \$687,777
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5. Identify Budget Impact (**Required**):

Other

- a. G/L line impacted ES.81.812-7092
- b. Budget year impacted 2023
- c. Details

The budget will be amended to increase appropriations and decrease Sewer fund balance by \$687,777.

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted

7. Does this item require the awarding of a contract:  Y  N

a. Type of Solicitation **BID**

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)  
**23-SDACE-1**

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?  Y  N  N/A

d. Vendor information (including contact name):

Gross Electric  
27 Silver Circle  
Queensbury NY 12804  
518-792-0216

e. Is the vendor/contractor an LLC, PLLC, or partnership: **Inc.**

f. State of vendor/contractor organization: **NY**

g. Commencement date of contract term: **TBD**

h. Termination of contract date: **N/A**

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Rozell East Inc  
45 Casey Rd  
Queensbury NY 12804  
518-793-2634

Purchasing Office Consulted  
**Yes**

County Administrator's Office  
Consulted

8. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:
  - b. Agency granting funds:
  - c. Amount of grant:
  - d. Purpose grant will be used for:
  - e. Equipment and/or services being purchased with the grant:
  - f. Time period grant covers:
  - g. Amount of county matching funds:
  - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Engineer's Recommendation Letters

10. Remarks:  
Sewer Commission passed unanimously.



**ENVIRONMENTAL DESIGN  
PARTNERSHIP, LLP.**

Shaping the physical environment

900 Route 146 Clifton Park, NY 12065  
(P) 518.371.7621 edpllp.com

**April 25, 2023**

**Dan Rourke** ([drouke@saratogacountyny.gov](mailto:drouke@saratogacountyny.gov))  
Executive Director

**Sent Via Email Only**

Saratoga County Sewer District No. 1  
1002 Hudson River Road  
Mechanicville, NY 12118

Regarding: Pump Station Upgrades Ace Pump Station  
Contract #2 E - Contractor Recommendation

**Dear Mr. Rourke:**

The Environmental Design Partnership, LLP (EDP) has reviewed the bids submitted for Contract #2 (Electrical) of the referenced project and recommends accepting the bid submitted by **Gross Electric, Inc.** The following summarizes the bid pricing recommended:

Base Bid: \$177,777.00

**Total Contract Amount: \$177,777.00**

As you are aware, the low bidder, O'Connell Electric Company, Inc., submitted the attached letter, received April 24, 2023, requesting that their bid be rescinded due to 'mathematical mistakes' preparing their bid.

Please do not hesitate to contact our office if you have any questions or require additional information.

**Sincerely,**

**Travis J. Mitchell, P.E.**  
Environmental Design Partnership

cc:



**ENVIRONMENTAL DESIGN  
PARTNERSHIP, LLP.**

Shaping the physical environment

900 Route 146 Clifton Park, NY 12065  
(P) 518.371.7621 edpllp.com

**April 25, 2023**

**Dan Rourke** ([drouke@saratogacountyny.gov](mailto:drouke@saratogacountyny.gov))  
Executive Director

**Sent Via Email Only**

Saratoga County Sewer District No. 1  
1002 Hudson River Road  
Mechanicville, NY 12118

Regarding: Pump Station Upgrades Ace Pump Station  
Contract #1 GC - Contractor Recommendation

**Dear Mr. Rourke:**

The Environmental Design Partnership, LLP (EDP) has reviewed the bids submitted for the referenced project and recommends accepting the low bid submitted by **Rozell East Inc.** The recommended low bid includes the Base Bid and, as discussed, does not include the Deduct Alternate D1. The following summarizes the bid pricing recommended:

Base Bid: \$1,160,000.00

**Total Contract Amount: \$1,160,000.00**

Please do not hesitate to contact our office if you have any questions or require additional information.

Sincerely,

**Travis J. Mitchell, P.E.**  
Environmental Design Partnership

cc:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Sewer District #1

**DATE:** 5/2/23

**COMMITTEE:** Law & Finance

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing the Chairman to enter into agreements with W.M. Shultz Construction for the HVAC and Plumbing Upgrades at the Saratoga Springs Pump Station.

3. Specific Details on what the resolution will authorize:

SCSD currently has a contract for general construction of the upgrades at the Saratoga Springs Pump Station. The HVAC and Plumbing needed to be re-bid due to no bids being received, and this bidder was the only one to submit. The HVAC contract is for a cost of \$1,012,000 and the plumbing contract is for a cost of \$599,000. These contracts will provide a fully rebuilt pump station that serves the entire Town of Wilton and a large majority of the City of Saratoga Springs. Work includes, new heating and ventilating systems, new seal water systems, a new water service, new interior roof drains and other ancillary upgrades to the HVAC and Plumbing within the building

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted Yes

4. Is a Budget Amendment needed:  YES or  NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
 Consulted **Yes**

Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount
ES.81.812-7092	Infrastructure	\$1,611,000

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Decrease ES-0599.B Appropriated Fund Balance-Budgetary Amount: \$1,611,000
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5. Identify Budget Impact (**Required**):

Other

- a. G/L line impacted **ES.81.812-7092**
- b. Budget year impacted **2023**
- c. Details

The budget will be amended to increase appropriations and decrease Sewer fund balance by \$1,611,000.

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

7. Does this item require the awarding of a contract:  Y  N

a. Type of Solicitation **BID**

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)  
**23-SDSSU-1B H&E**

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?  Y  N  N/A

d. Vendor information (including contact name):

Shultz  
831 Route 67  
P.O. Box 2620 Ballston Spa NY  
12020 518-885-0060

e. Is the vendor/contractor an LLC, PLLC, or partnership: **Inc.**

f. State of vendor/contractor organization: **NY**

g. Commencement date of contract term: **TBD**

h. Termination of contract date: **N/A**

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

**Shultz was the only bidder for this work. The engineer and SCSD did not think it wise to bid again for fear of another cost increase.**

Human Resources Consulted

Purchasing Office Consulted  
**Yes**

County Administrator's Office  
Consulted

8. Is a grant being accepted:  YES or  NO

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other \_\_\_\_\_

10. Remarks:

Sewer Commission passed unanimously.



3/21/23

## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 89 - 2023**

**Introduced by Law and Finance: Supervisors Schopf, Barrett, Edwards, Grasso, Lant, Tollisen and M. Veitch**

**AUTHORIZING AN AGREEMENT WITH W.M. SCHULTZ CONSTRUCTION, INC. AND DYNAMIC ELECTRICAL SYSTEMS, LLC FOR UPGRADES TO THE SARATOGA COUNTY SEWER DISTRICT NO. 1'S SARATOGA SPRINGS PUMP STATION, AND AMENDING THE 2023 COUNTY BUDGET IN RELATION THERETO**

**WHEREAS**, Resolution 246-2020 authorized an agreement with Weston & Sampson, PE, LS, LA, PC ("Weston & Sampson") for evaluation and design of upgrades to the Saratoga County Sewer District No. 1's Saratoga Springs pump station; and

**WHEREAS**, the Saratoga Springs pump station is in need of rehabilitation and improvement, as described in the December 2021 report prepared by Weston & Sampson; and

**WHEREAS**, the Sewer District and their consulting engineers have previously determined that the upgrades to the Saratoga Springs pump station is a "Type II Action" under the State Environmental Quality Review Act, requiring no further review thereunder; and

**WHEREAS**, the Saratoga County Sewer District No. 1 has received a proposal from W.M. Schultz Construction, Inc. for work relating to the upgrade of the Saratoga Springs pump station for an amount not to exceed \$4,148,000; and

**WHEREAS**, the Saratoga County Sewer District No. 1 has received a proposal from Dynamic Electrical Systems LLC for electrical work relating to the upgrade of the Saratoga Springs pump station at a cost not to exceed \$619,000; and

**WHEREAS**, our Law and Finance Committee, the Saratoga County Sewer District No. 1 Sewer Commission, and the Executive Director of the Sewer District have recommended that the County accept the proposal of W.M. Schultz Construction, Inc. and execute a professional services agreement with W.M. Schultz Construction, Inc. for work relating to the upgrade of the Saratoga Springs pump station including new piping, roof, pump builds, and wet well and influent manhole rehabilitation at a cost not to exceed \$4,148,000; and

**WHEREAS**, our Law and Finance Committee, the Saratoga County Sewer District No. 1 Sewer Commission, and the Executive Director of the Sewer District have recommended that the County accept the proposal of Dynamic Electrical Systems LLC for the provision of the

performance of electrical work relating to the upgrade of the Saratoga Springs pump station at a cost not to exceed \$619,000; now, therefore, be it

**RESOLVED**, that the Chair of the Board is hereby authorized to execute a professional services agreement with W.M. Schultz Construction, Inc. of Ballston Spa, New York, for the provision of the performance of work relating to the upgrade of the Saratoga Springs pump station including new piping, roof, pump rebuilds, and wet well and influent manhole rehabilitation at a cost not to exceed \$4,140,000; and it is further

**RESOLVED**, that the Chair of the Board is hereby authorized to execute a professional services agreement with Dynamic Electrical Systems LLC of Glenville, New York, for the provision of the performance of electrical work relating to the upgrade of the Saratoga Springs pump station at a cost not to exceed \$619,000; and it is further

**RESOLVED**, that the form and content of such agreements shall be subject to the approval of the County Attorney; and it is further

**RESOLVED**, that the 2023 County budget is amended as follows:

UNDER SEWER DISTRICT

Increase Appropriations

ES.81.812-7092	Infrastructure	\$3,067,000
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Decrease Fund Balance

ES-0599.B	Appropriated Fund Balance	\$3,067,000
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; and, it is further

**RESOLVED**, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: Funding for these agreements will require an appropriation of \$3,067,000 from the Sewer Fund Balance.

March 21, 2023 Regular Meeting

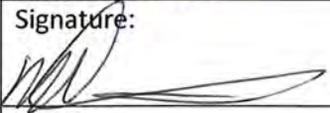
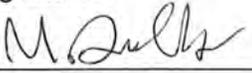
Motion to Adopt: Supervisor Hammond

Second: Supervisor Grasso

AYES (205579): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Diana Edwards (819), Jean Raymond (1333), Michael Smith (3525), Kevin Tollisen (25662), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Sandra Winney (2075), Thomas N. Wood, III (5808), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022), John Lant (17361).

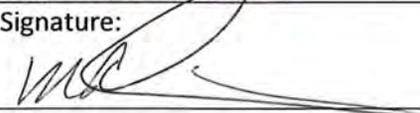
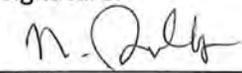
SARATOGA COUNTY BID TABULATION AND SIGN IN SHEET

BID INFORMATION:

Opening Date: <b>04.06.23</b>	<b>11:00am</b>	Bid Name: <b>Saratoga Springs Pump Station and Sewer Upgrades HVAC</b>	Specification: <b>23-SDSSU-1B HVAC-1B</b>
Company: <i>WM SCHULTZ</i>		Signature: 	Bid: <i>\$ 1,012,000.00</i>
Company: <i>WM SCHULTZ</i>		Signature: 	Bid:
Company:		Signature:	Bid:
Saratoga County Employee(s)		Signature:	Signature:

SARATOGA COUNTY BID TABULATION AND SIGN IN SHEET

BID INFORMATION:

Opening Date: <b>04.06.23</b>	<b>11:00am</b>	Bid Name: <b>Saratoga Springs Pump Station and Sewer Upgrades PLUMBING</b>	Specification: <b>23-SDSSU-1B PLUMBING P-1B</b>
Company: WM SCHULTZ		Signature: 	Bid: \$599,000.00
Company: WM Schultz		Signature: 	Bid:
Company:		Signature:	Bid:
Saratoga County Employee(s)		Signature:	Signature:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Sewer District #1

**DATE:** 5/2/23

**COMMITTEE:** Law & Finance

This column must be completed prior to submission of the request.

1. Is a Resolution Required:

Yes, Other

County Attorney's Office  
Consulted Yes

2. Proposed Resolution Title:

Resolution stating it is in public interest to construct the biosolids facility. See attached resolution for title. This project went through the full long form assessment already, and was found to be a negative deceleration. I did not include all of that back-up due to size

3. Specific Details on what the resolution will authorize:

The original bonding resolution was completed in 2021. Since then prices and uncertainty in the bid market have lead to the need to increase the available bonding capacity for this project. The design also came more into focus with a dryer facility being added, concrete tanks being favored over steel tanks, and other equipment decisions which led to this increase in total project cost. These decisions were based on providing the most operational flexibility and value over the life of the equipment while ensuring overall costs remain close to SCSD's current expenditure on disposing of biosolids.

The expectation, based on a multitude of factors including; future renewable biogas value, future costs to transport and dispose of biosolids, future market interest rates for borrowing, and future equipment costs, is that the annual cost of this project will be equal to or less than the costs of biosolids disposal via SCSD's current method, while also gaining a tangible asset. Currently SCSD spends \$3.5M per year to transport and dispose of biosolids, and this cost is only expected to increase over time.

This project went through the full long form assessment already, and was found to be a negative deceleration. I did not include all of that back-up due to size. The expected increase to average user is \$6.67 per year conservatively - the goal is \$0 over the life of the project.

4. Is a Budget Amendment needed:  YES or  NO  
If yes, budget lines and impact must be provided.  
Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
Consulted **Yes**

- Please see attachments for impacted budget lines.  
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted

7. Does this item require the awarding of a contract:  Y  N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?  Y  N  N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office  
Consulted

8. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:
  - b. Agency granting funds:
  - c. Amount of grant:
  - d. Purpose grant will be used for:
  - e. Equipment and/or services being purchased with the grant:
  - f. Time period grant covers:
  - g. Amount of county matching funds:
  - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Previous project public interest resolution

10. Remarks:

Sewer Commission passed unanimously during the public hearing discussion at the March meeting.

Bond counsel is assisting the County Attorney's office in drafting this resolution.



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 237 - 2021**

**Introduced by Supervisors Schopf, Barrett, Grasso, Tollisen, Veitch, Winney and Wood**

#### **APPROVING THE PROPOSED CONSTRUCTION OF A BIOSOLIDS DIGESTER FACILITY BY SARATOGA COUNTY SEWER DISTRICT NO. 1 AND ADOPTING A NEGATIVE DECLARATION UNDER SEQR**

WHEREAS, by proceedings heretofore duly had and taken pursuant to Article 5-A of the County Law, the Board of Supervisors of Saratoga County, New York, has established a county sewer district designated and known as Saratoga County Sewer District No. 1, in said County (the "District"); and

WHEREAS, for a variety of technical and financial reasons, the District was unable to comply with new federal Title V air regulations pertaining to the incineration of sludge/biosolids at the District's Wastewater Treatment Plant, and as a consequence thereof, terminated operations of the Plant's sludge incinerator on March 20, 2016; and

WHEREAS, as a result of ceasing operations of its sludge incinerator, the District had to retain the services of a commercial hauler to remove, transport and dispose of sludge/biosolids from its Treatment Plant; and

WHEREAS, a feasibility study has been completed by Arcadis of New York, Inc., reviewed by the members of the District Commission and filed with the Board of Supervisors pursuant to Section 268 of the County Law in relation to a proposed increase and improvement of the facilities of said District; and

WHEREAS, the construction of a biosolids management facility at Saratoga County Sewer District No. 1's wastewater treatment plant (the "Project") is necessary to ensure the long term stability in the management and treatment of biosolids; and

WHEREAS, the biosolids facility currently proposed will utilize anaerobic digestion and a dryer to reduce volume, produce a Class A biosolids product for land application, and the biogas produced will be cleaned and potentially used as Renewable Natural Gas injected into the common utility owned pipeline; and

WHEREAS, the annual net cost to the typical property in said District as a result of such costs has been estimated to be \$5.08; and

WHEREAS, pursuant to Resolution 214-2021, this Board set a time for the holding of a public hearing on said increase and improvement of facilities in accordance with the feasibility study and estimate of cost; and

WHEREAS, Resolution 214-2021 authorized and directed the Clerk of the Board of Supervisors to publish the notice of public hearing and file a certified copy of such notice with the office of the State Comptroller; and

WHEREAS, said public hearing was duly held at the Chambers of the Saratoga County Board of Supervisors, 40 McMaster Street, in the Village of Ballston Spa, New York, in Saratoga County, on August 17, 2021, at 3:30 p.m.; and

WHEREAS, notice of said public hearing was duly published and filed in the manner provided by law and proof thereof was submitted to said Board of Supervisors; and

WHEREAS, the Saratoga County Board of Supervisors wishes to reduce the volume and mass of biosolids not being utilized as a renewable gas source; and

WHEREAS, the Saratoga County Board of Supervisors proposes to address this issue by constructing a biosolids management facility that consists of sludge thickening and anaerobic digestion followed by dewatering and thermal drying in a sludge dryer, where biosolids will be disposed of by a third-party hauler. Biogas will be stored at lower pressure, conditioned, and introduced into the natural gas grid as renewable natural gas. Excess biogas will be utilized in boilers or flared; and

WHEREAS, the project which will treat 7,230 dry tons of biosolids in the digesters and 4,780 dry tons being dewatered and hauled off site annually, is consistent with the goals and objectives of the Saratoga County Sewer District; and

WHEREAS, the Saratoga County Board of Supervisors recognizes the importance of the Saratoga County Sewer Districts facility and has incorporated advancements in treating waste and utilizing it in a form of renewable energy sources; and

WHEREAS, this project is a Type I action pursuant to the State Environmental Quality Review Act (SEQR) and therefore subject to the regulations of that law (6 NYCRR 617); and

WHEREAS, the Saratoga County Board of Supervisors has conducted coordinated review with the involved agencies pursuant to 6 NYCRR 617.6 and no agencies objected to the Board's request to act as Lead Agency; and

WHEREAS, the Saratoga County Board of Supervisors has reviewed the potential impacts identified in the Parts 1, 2 and 3 of the Full Environmental Assessment Form (FEAF) and as a result has found no significant adverse environmental impacts will occur as a result of the project.

WHEREAS, it would appear that the construction of said sewer facility improvements would be in the best interests of the people of the County of Saratoga residing within the boundaries of Saratoga County Sewer District No. 1; now, therefore be it

RESOLVED, that the Saratoga County Sewer District hereby declares its intent to act as Lead Agency; and the Saratoga County Board of Supervisors shall file the Negative Declaration in accordance with 6 NYCRR 617.7; and 617.12; and be it further

RESOLVED, that upon the evidence given at the aforesaid public hearing, it is hereby found and determined that it is in the public interests of the people of the County of Saratoga residing within the boundaries of the District to proceed with the expenditure for the District's cost for construction of said sewer facility improvements, all as more fully described in the preambles hereof, and such increase and improvement of facilities is hereby authorized at a maximum estimated cost of \$51,900,000; and be it further

RESOLVED, the expense of said increase and improvement of facilities shall be financed by the issuance of bonds in an amount not to exceed \$51,900,000 of said County and the costs of said increase and improvement of facilities, including payment of principal of and interest on said bonds, shall be apportioned in accordance with the Sewer District's annual scale of charges for the collection, conveyance, treatment and disposal of sewage and wastewater from public corporations, improvement districts, commercial and industrial users and individuals, as such scale of charges currently exists and will be amended and adopted on an annual basis, with the expectation that any funds received by the District from NYS grants shall be used to pay a part of the cost of the project or to pay debt service on bonds issued to finance the project or shall be budgeted as an offset to such assessments to be levied and collected; and be it further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact.



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Sewer District #1

**DATE:** 5/2/23

**COMMITTEE:** Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Resolution increasing bonding authority from \$51,900,000 to \$68,550,000 for the SCSD biosolids management facility

3. Specific Details on what the resolution will authorize:

The original bonding resolution was completed in 2021. Since then prices and uncertainty in the bid market have lead to the need to increase the available bonding capacity for this project. The design also came more into focus with a dryer facility being added, concrete tanks being favored over steel tanks, and other equipment decisions which led to this increase in total project cost. These decisions were based on providing the most operational flexibility and value over the life of the equipment while ensuring overall costs remain close to SCSD's current expenditure on disposing of biosolids.

The expectation, based on a multitude of factors including; future renewable biogas value, future costs to transport and dispose of biosolids, future market interest rates for borrowing, and future equipment costs, is that the annual cost of this project will be equal to or less than the costs of biosolids disposal via SCSD's current method, while also gaining a tangible asset. Currently SCSD spends \$3.5M per year to transport and dispose of biosolids, and this cost is only expected to increase over time.

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted Yes

4. Is a Budget Amendment needed:  YES or  NO  
If yes, budget lines and impact must be provided.  
Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
Consulted **Yes**

Please see attachments for impacted budget lines.  
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted

7. Does this item require the awarding of a contract:  Y  N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?  Y  N  N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office  
Consulted

8. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:
  - b. Agency granting funds:
  - c. Amount of grant:
  - d. Purpose grant will be used for:
  - e. Equipment and/or services being purchased with the grant:
  - f. Time period grant covers:
  - g. Amount of county matching funds:
  - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Breakdown of increased cost and cost differential summary

10. Remarks:

Sewer Commission passed unanimously during the public hearing discussion at the March meeting.

Bond counsel is assisting the County Attorney's office in drafting this resolution.

Project Component		Construction Cost
Co-Thickening Improvements		\$910,000
Digesters/Flare		\$11,580,000
RNG/Interconnection		\$2,720,000
Dewatering		\$2,530,000
Thermal Dryer/Silo		\$14,980,000
<b>Construction Subtotal</b>		<b>\$32,720,000</b>
General Conditions	11%	\$3,599,000
Overhead and Profit	15%	\$4,908,000
<b>Construction Total</b>		<b>\$41,230,000</b>
Construction Contingency	25%	\$10,308,000
Legal	1%	\$412,000
Bonds	1%	\$412,000
Engineering - Design	10%	\$4,123,000
Engineering - Construction	10%	\$4,123,000
Financial Advisor	1%	\$412,000
Grant/Loan Administration	1%	\$412,000
Utility-Constructed Interconnection Station for RNG		\$750,000
<b>Project Subtotal</b>		<b>\$62,180,000</b>
Escalation to Construction Midpoint	2 years at 5% per year	\$6,373,000
<b>Point Estimate</b>		<b>\$68,550,000</b>

- Digesters were originally priced as steel tanks, changing to concrete digesters adds \$7.7M
- Removal of LYSIS - \$5.9M
- Removal of Sidestream Treatment \$5M
- Removal of secondary sludge holding tank - \$2M
- Belt Filter Presses adds \$4.75M
- Dryer costs Increased \$11.6M



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 238 - 2021**

**Introduced by Supervisors Schopf, Barrett, Grasso, Tollisen, Veitch, Winney and Wood**

**BOND RESOLUTION AUTHORIZING THE ISSUANCE OF \$51,900,000 BONDS OF THE COUNTY OF SARATOGA, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF CONSTRUCTION OF A BIOSOLIDS DIGESTER FACILITY BY SARATOGA COUNTY SEWER DISTRICT NO. 1; STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$51,900,000, STATING THE PLAN OF FINANCING; PROVIDING FOR A TAX TO PAY THE PRINCIPAL OF AND INTEREST ON SAID BONDS; AND PROVIDING FOR REIMBURSEMENT BY SARATOGA COUNTY SEWER DISTRICT NO. 1 TO SAID COUNTY**

WHEREAS, pursuant to proceedings had and taken in accordance with the provisions of Article 5A of the County Law and more particularly Resolution 237-2021 of this Board of Supervisors, an increase and improvement of facilities of Saratoga County Sewer District No. 1 (the District”), consisting of construction of a Biosolids Digester Facility by Saratoga County Sewer District No. 1 (the “Project”) has been approved at a total estimated maximum cost of \$51,900,000 to the County of Saratoga and the District; now therefore be it

RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF SARATOGA, NEW YORK (by the affirmative vote of not less than two thirds of the voting strength of said Board), AS FOLLOWS:

Section 1. The County of Saratoga, New York (herein called “County”), is hereby authorized to undertake the reconstruction of the Saratoga County Sewer District No. 1 sewer system, including construction of a Biosolids Digester Facility, acquisition of land or rights in land and acquisition of original furnishings, equipment, machinery or apparatus required in connection therewith, at a maximum estimated cost of \$51,900,000. The plan of financing shall consist of the issuance of not to exceed \$51,900,000 aggregate principal amount of bonds of the County authorized to be issued pursuant to this resolution. Any federal or state grant funds received by the County for the specific objects or purposes described in this resolution shall be applied to pay the principal of and interest on the bonds or any bond anticipation notes issued in anticipation of the bonds or, to the extent obligations shall not have been issued under this resolution, to reduce the maximum principal amount to be borrowed for such specific objects or purposes.

Section 2. Bonds of the County in the principal amount of \$51,900,000, or so much thereof as may be necessary, are hereby authorized to be issued pursuant to the provisions of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called the "Law") to finance the County's total estimated cost.

Section 3. The period of probable usefulness for the specific object or purpose for which said \$51,900,000 bonds herein authorized are to be issued, within the limitations of §11.00 a. 4 of the Law, is forty (40) years.

Section 4. Current funds are not required to be provided as a down payment prior to the issuance of the bonds authorized herein, or any bond anticipation notes issued in anticipation thereof, pursuant to Section 107.00 d. 3. of said Law.

Section 5. The County intends to finance, and the County Treasurer is hereby authorized to advance such amounts as are necessary to pay the costs of said improvements, prior to the issuance of the bonds or bond anticipation notes herein authorized, out of any available funds of the County on an interim basis, which respective amounts are reasonably expected to be reimbursed with the proceeds of debt to be incurred by the County pursuant to this Resolution, in the respective maximum amounts of bonds herein authorized. This Resolution is a declaration of official intent adopted pursuant to the requirements of Treasury Regulation Section 1.150-2.

Section 6. Subject to the provisions of this Resolution and of the Law, and pursuant to the provisions of §21.00 relative to the issuance of bonds having substantially level or declining annual debt service, §30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals thereof, and of §§50.00, 56.00 to 60.00 and 168.00 of said Law, the powers and duties of the Board of Supervisors relative to authorizing the issuance of any notes in anticipation of the sale of the respective amounts of bonds herein authorized, or the renewals thereof, relative to providing for substantially level or declining annual debt service, relative to prescribing the terms, form and contents and as to the sale and issuance of the respective amounts of bonds herein authorized, and of any notes issued in anticipation of the sale of said bonds or the renewals of said notes, and relative to executing agreements for credit enhancement, are hereby delegated to the County Treasurer, as the chief fiscal officer of the County.

Section 7. Each of the bonds authorized by this Resolution and any bond anticipation notes issued in anticipation of the sale thereof shall contain the recital of validity prescribed by §52.00 of said Local Finance Law and said bonds and any notes issued in anticipation of said bonds shall be general obligations of the County of Saratoga. The faith and credit of the County are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds or the renewals of said notes. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. There shall annually be assessed and levied upon the real property of users connected to the District's sewer system, in accordance with the District's annual scale of charges for the collection, conveyance, treatment and disposal of sewage and wastewater from public corporations, improvement districts, commercial and industrial users and individuals, as such scale of charges currently exists and as it will be amended and adopted on an annual basis, an amount sufficient to pay the principal of

and interest on such obligations as the same become due and payable, but if not paid from such source, all the taxable real property in the County shall be subject to the levy of ad valorem taxes without limitation as to rate or amount sufficient to pay the principal and interest on such obligations when due.

Section 8. The validity of the bonds authorized by this Resolution and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

- (a) such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or
- (b) the provisions of law which should be complied with at the date of the publication of this Resolution are not substantially complied with, and an action, suit or proceeding contesting such validity, is commenced within twenty days after the date of such publication, or
- (c) such obligations are authorized in violation of the provisions of the Constitution.

Section 9. The Clerk of the Board of Supervisors is hereby directed to publish the foregoing bond resolution, in summary, in "*The Saratogian*," "*Saratoga Today*," "*The Post Star*," and in "*The Daily Gazette*", newspapers having a general circulation in said County and hereby designated the official newspapers of said County for such publication, together with a notice in substantially the form prescribed in Section 81.00 of the Local Finance Law of the State of New York.

Section 10. The County Board of Supervisors hereby determines that the provisions of the State Environmental Quality Review Act and the regulations thereunder have previously been satisfied with respect to the Project authorized by this resolution.

Section 11. This Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: None. This project will be entirely underwritten by the Sewer District.



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Tracy Goodson, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Sewer District #1

**DATE:** 5/3/23

**COMMITTEE:** Law & Finance

1. Is a Resolution Required:

Yes, Contract Renewal

2. Proposed Resolution Title:

Resolution authorizing the Chairman to enter into an agreement with AMCS Group Inc, who acquired Utility Cloud, the software platform that runs SCSD's computerized maintenance management software system and asset management program.

3. Specific Details on what the resolution will authorize:

There was a 3 year agreement in place with Utility Cloud at \$40,000 per year for the asset management program. In that time Utility Cloud became AMCS Group, and the contract needs to be amended to reflect the new entity to be able to pay the outstanding year 3 invoice.

Due to the change in their federal employer ID number - the auditor could not pay the invoice.

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted

4. Is a Budget Amendment needed:  YES or  NO  
If yes, budget lines and impact must be provided.  
Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
Consulted

- Please see attachments for impacted budget lines.  
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted

7. Does this item require the awarding of a contract:  Y  N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?  Y  N  N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office  
Consulted

8. Is a grant being accepted:  YES or  NO

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Invoice showing company umbrella

10. Remarks:

Sewer Commission passed unanimously. We will not be paying tax as indicated on the invoice, that will be removed. The statement balce due is correct.



# Invoice

Copy Invoice No.: 132547  
Payment Due Date: 4/15/2023

**Invoice To**  
Dan Rourke  
Saratoga Country Sewer District  
40 McMaster Street  
Ballston Spa NY 12020  
United States

**Deliver To**  
Dan Rourke  
Saratoga Country Sewer District  
40 McMaster Street  
Ballston Spa NY 12020  
United States

**Date:** 3/16/2023  
**Terms:** Net 30  
**Currency:** US Dollar  
**Customer PO #:**  
**Customer Vat #:**

**Memo**  
Utility Cloud Annual  
subscription

### Subscription Title Overview

Description	Service Start	Service End	Qty.	Rate	Amount
Field Service - Enterprise Platform	4/30/2023	4/29/2024	1	40000	\$40,000.00

<b>Net</b>	\$40,000.00
<b>Tax Total</b>	\$2,800.00
<b>Total</b>	\$42,800.00

AMCS Group Inc, 179 Lincoln Street 3rd Floor, Boston, MA02111; Phone: (800) 962-9264 Fax: (888) 806-2324

For any queries please contact Billing.NA@amcsgroup.com

**Lockbox Remittance Address:** AMCS Group, Inc. PO Box 360645, Pittsburgh, PA 15251-6645

**Courier Deposits(Fed EX, UPS, etc...):** AMCS Group, Inc, Attn: Lockbox 360645, 500 Ross St 154-0455, Pittsburgh, PA 15262-0001

We now accept Visa, Mastercard and American Express. Please Make checks Payable to AMCS Group, Inc.



**AMCS**

179 Lincoln Street 3rd Floor,  
 Boston, MA 02111  
 United States

Phone: (800) 962-9264

Fax: (888) 806-2324

Email: [billingUS@amcsgroup.com](mailto:billingUS@amcsgroup.com)

**Statement**

**Bill To**

Dan Rourke  
 Saratoga Country Sewer District  
 40 McMaster Street  
 Ballston Spa NY 12020  
 United States

**Date**

5/3/2023

**Amount Due  
 Currency**

\$40,000.00  
 US Dollar

Date	Description	PO No.	Charge	Payment	Open Amo...	Balance
3/16/2023	Invoice #132547		42,800.00		40,000.00	40,000.00

Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days	Amount Due
0.00	0.00	40,000.00	0.00	0.00	\$40,000.00



4/19/22

## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 162 - 2022**

**Introduced by Law and Finance: Supervisors Schopf, Barrett, Grasso, Lant, Raymond, Tollisen and M. Veitch**

#### **AUTHORIZING A RENEWAL AGREEMENT WITH ADVANCED ENTERPRISE SYSTEMS CORPORATION D/B/A UTILITY CLOUD FOR AN ASSET MANAGEMENT PROGRAM FOR SARATOGA COUNTY SEWER DISTRICT NO. 1**

**WHEREAS**, Resolution 137-2021 authorized an agreement with Advanced Enterprise Systems Corporation, d/b/a Utility Cloud, for the design and implementation of a computerized maintenance management and asset management software for the maintenance of the Sewer District's infrastructure, at a cost of \$40,000; and

**WHEREAS**, computerized asset management is becoming the standard in the wastewater treatment industry and provides a better understanding of equipment failure data; replacement costs; and capital project planning; and

**WHEREAS**, the asset management program provided by Advanced Enterprise Systems Corporation, d/b/a Utility Cloud allows for digital work orders and computerized maintenance management which has enabled the Sewer District to realize operational efficiencies; and

**WHEREAS**, Advanced Enterprise Systems Corporation, d/b/a Utility Cloud has proposed a renewal of the current agreement to provide computerized maintenance management and asset management software for the maintenance of the Sewer District's infrastructure, at a cost of \$40,000 annually, for a term of three (3) years; and

**WHEREAS**, our Law and Finance Committee, the Saratoga County Sewer District Commission and the Sewer District's Executive Director have recommended that the agreement with Advanced Enterprise Systems Corporation, d/b/a Utility Cloud for computerized maintenance management and asset management software for the maintenance of the Sewer District's infrastructure be renewed at a cost not to exceed \$40,000 per year, for a term of three (3) years; now, therefore, be it

**RESOLVED**, that the Chair of the Board is authorized to execute a renewal agreement with Advanced Enterprise Systems Corporation, d/b/a Utility Cloud, of Salem, New Hampshire, for computerized maintenance management and asset management software for the maintenance of the Sewer District's infrastructure, for the term of three (3) years, at a cost not to exceed \$40,000 per year; and it is further

**RESOLVED**, that the form and content of such renewal agreement shall be subject to the approval of the County Attorney; and it is further

**RESOLVED**, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact. Funds for this renewal agreement are included in the 2022 budget.

April 19, 2022 Regular Meeting

Motion to Adopt by Supervisor Hammond, Seconded by Supervisor Barrett

AYES (172031): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Eric Butler (6500), Kevin Veitch (8004), Arthur M. Wright (1976), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022), John Lawler (8208), John Lant (17361)

NOES: 0

ABSENT (63479): Jonathon Schopf (19014.5), Diana Edwards (819), Jean Raymond (1333), Michael Smith (3525), Kevin Tollisen (25662), Willard H. Peck (5242), Sandra Winney (2075), Thomas N. Wood, III (5808)



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Tracy Goodson, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** County Attorney

**DATE:** 04/27/2023

**COMMITTEE:** Law & Finance

This column must be completed prior to submission of the request.



1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Amending the Authorizing Agreements with WM J Keller & Sons Construction Corporation, Spring Electric and John W Danforth for Work Associated with upgrading Saratoga County Sewer District No. 1's D & R Pump Station Located in the Town of Halfmoon

3. Specific Details on what the resolution will authorize:

Amend the "Resolved that WM J Keller & sons provide general constrution associated at a cost not to exceed \$468,679"

County Attorney's Office  
Consulted

4. Is a Budget Amendment needed:  YES or  NO  
If yes, budget lines and impact must be provided.  
Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
Consulted

Please see attachments for impacted budget lines.  
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
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Expense

Account Number	Account Name	Amount
----------------	--------------	--------

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (Required):

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted

7. Does this item require the awarding of a contract:  Y  N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?  Y  N  N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office  
Consulted

8. Is a grant being accepted:  YES or  NO

- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other \_\_\_\_\_

10. Remarks:

A correction is required as the WHEREAS must be same as the RESOLVED



**SARATOGA COUNTY BOARD OF SUPERVISORS**

04/18/2023

5/16/23

**RESOLUTION 120 - 2023**

**Introduced by Law and Finance: Supervisors Schopf, Barrett, Edwards, Grasso, Lant, Tollisen and M. Veitch**

**AUTHORIZING AGREEMENTS WITH WM J KELLER & SONS CONSTRUCTION CORPORATION, SPRING ELECTRIC AND JOHN W DANFORTH FOR WORK ASSOCIATED WITH UPGRADING SARATOGA COUNTY SEWER DISTRICT NO.1'S D & R PUMP STATION LOCATED IN THE TOWN OF HALFMOON**

**WHEREAS**, the Saratoga County Sewer District No. 1 D&R pump station located in the Town of Halfmoon has reached the end of its useful life and requires upgrading; and

**WHEREAS**, the Sewer District's Executive Director solicited bids for the D & R Pump Station upgrades; and

**WHEREAS**, our Law and Finance Committee, the Saratoga County Sewer District No. 1 Sewer Commission, and the Executive Director of the Sewer District have recommended that the bid of WM J Keller & Sons in the amount of \$468,679, the lowest bid received, be accepted for general construction associated with the D & R Pump Station upgrades; and

**WHEREAS**, our Law and Finance Committee, the Saratoga County Sewer District No. 1 Sewer Commission, and the Executive Director of the Sewer District have recommended that the bid of Spring Electric in the amount of \$125,000, the lowest bid received, be accepted for electrical construction associated with the D & R Pump Station upgrades; and

**WHEREAS**, our Law and Finance Committee, the Saratoga County Sewer District No. 1 Sewer Commission, and the Executive Director of the Sewer District have recommended that the bid of John W. Danforth Company in the amount of \$35,300, the lowest bid received, be accepted for HVAC construction associated with the D & R Pump Station upgrades; now, therefore, it is

**RESOLVED**, that the Chair of the Board is hereby authorized to execute an agreement with WM J Keller & Sons. Of Castleton-On-Hudson, New York to provide general construction associated with the D & R Pump Station upgrades at a cost not to exceed \$648,679; and it is further

**RESOLVED**, that the Chair of the Board is hereby authorized to execute an agreement with Spring Electric of Averill Park, New York to provide electrical construction associated with the D & R Pump Station upgrades at a cost not to exceed \$125,000; and it is further

**RESOLVED**, that the Chair of the Board is hereby authorized to execute an agreement with John W. Danforth Company of Tonawanda New York to provide HVAC construction associated with the D & R Pump Station upgrades at a cost not to exceed \$35,300; and it is further

**RESOLVED**, that the form and content of such agreements shall be subject to the approval of the County Attorney; and it is further

**RESOLVED**, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact. Funds are included in the Department budget.

5/10/23  
April 18, 2023 Regular Meeting  
Motion to Adopt: Supervisor Hammond  
Second: Supervisor Lant

AYES (194259): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Matthew E. Veitch (14245.5), John Lawler (8208), John Lant (17361).

ABSENT (41251): Jean Raymond (1333), Michael Smith (3525), Willard H. Peck (5242), Sandra Winney (2075), Thomas N. Wood, III (5808), Tara N. Gaston (14245.5), Edward D. Kinowski (9022).



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Tracy Goodson, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** County Treasurer

**DATE:** 05/01/2023

**COMMITTEE:** Law & Finance

This column must be completed prior to submission of the request.

1. Is a Resolution Required:

County Attorney's Office  
Consulted Yes

2. Proposed Resolution Title:

AUTHORIZING AGREEMENTS WITH TITLE SEARCH AGENCIES FOR WORK ASSOCIATED WITH THE COUNTY'S TAX FORECLOSURE ACTIONS AND THE TRANSFER OF FUNDS, AND AMENDING THE 2023 COUNTY BUDGET IN RELATION THERETO

3. Specific Details on what the resolution will authorize:

Authorizing a budget transfer of \$75,000.00 to fund multiple minor contracts outsourcing title searches of delinquent tax parcels for tax years 2020 and 2021.

4. Is a Budget Amendment needed:  YES or  NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
 Consulted Yes

Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount
A.16.000-8190	Other Professional Services	\$75,000.00

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Decrease A-0599.B Appropriated Fund Balance-Budgetary	<input type="checkbox"/>
Amount: \$75,000.00	

5. Identify Budget Impact (**Required**):

Other

a. G/L line impacted A.16.000-8190 Other Professional Services

b. Budget year impacted 2023

c. Details

"The budget will be amended to increase appropriations and decrease fund balance by \$75,000.00."

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted

7. Does this item require the awarding of a contract:  Y  N

a. Type of Solicitation Professional Service

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?  Y  N  N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization: **New York**

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Individual minor contract requests will be forwarded to the County Administrators office for review and approval.

Purchasing Office Consulted

Yes

County Administrator's Office  
Consulted

8. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:
  - b. Agency granting funds:
  - c. Amount of grant:
  - d. Purpose grant will be used for:
  - e. Equipment and/or services being purchased with the grant:
  - f. Time period grant covers:
  - g. Amount of county matching funds:
  - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Orig. quote request letter; number of parcels to be outsourced; proposed res

10. Remarks:

The state-wide moratorium imposed by the COVID-19 Emergency Eviction and Foreclosure Act of 2020 resulted in a significant backlog of delinquent tax parcels subject to enforcement by Saratoga County. The Offices of the County Treasurer, Real Property Tax Service, and County Attorney wish to initiate tax foreclosure proceedings on these delinquent tax parcels as soon as possible in anticipation of possible changes to Article 11 of the New York State Real Property Tax Law. If enacted, the amendments to Article 11 will result in significant decrease in the amount of funds the County can expect to receive from auctions of tax delinquent parcels. County staff anticipate there being a grace period before the changes to Article 11 become effective, therefore, title searches in support of multi-tax year enforcement proceedings are necessary. The County Treasurer, as Tax Enforcing Officer, intends to contract with multiple vendors to procure title search services on an expedited basis in advance of the changes to Article 11.

AWJ Search, LLC  
196 Malta Avenue  
Ballston Spa, NY 12020  
518 884 0581  
anniejurcsak@gmail.com

4/26/2023

The quote for a search on 10 to 20 tax sale parcels is \$175.00 per search. Submission of searches will be in pdf form and include the appropriate copies and a summary sheet listing the name and address of all interested parties. A surrogate search on the current owners will be provided.

Should 20 searches be completed before the 26th of May 2023 this offer will cover additional tax sale searches.

All the research will be done using the IQS, image-mate & NYS surrogate court websites from my office.

This quote is viable for 5 business days.



**LAND RESEARCH  
CORPORATION**

[www.KcsLandResearch.com](http://www.KcsLandResearch.com)

**9 Mohawk Place  
Amsterdam, New York 12010**

**461 Clinton Street Extension  
Schenectady, NY 12305**

**Phone: (518) 842-9101**

**Fax: (518) 842-9279**

**Email: [orders@kcslandresearch.com](mailto:orders@kcslandresearch.com)**

To Whom it May Concern:

KCS Land Research Corporation would like to submit a quote of \$175 per parcel for the Saratoga County Tax Foreclosure Project. We will be able to accommodate up to 100 parcels. The above quote we will include the following as requested:

- At least a 20-year search starting with the most recent warranty deed with consideration.
- Surrogates Search.
- Excel spreadsheet with all interested parties.
- Returned via email no later than May 26, 2023.

Feel free to contact me with any questions or concerns at 518-842-9101 x7437. KCS is looking forward to partnering with you for your search needs.

Sincerely,

Jessica Wolk, Operations Manager  
KCS Land Research

## Echo E. Kischuk

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**From:** Wrisley, Terri  
**Sent:** Thursday, April 27, 2023 3:26 PM  
**To:** Jarosh, Andrew; Echo E. Kischuk; Angela Politi  
**Subject:** Fw: Tax foreclosure searches

### Quote

Terri Wrisley  
Tax Collection Supervisor  
40 McMaster St., Bldg #1  
Ballston Spa, NY 12020  
P: (518) 884-4724  
F: (518) 884-4775  
[twrisley@saratogacountyny.gov](mailto:twrisley@saratogacountyny.gov)

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**From:** kbf12074@aol.com <kbf12074@aol.com>  
**Sent:** Thursday, April 27, 2023 3:12 PM  
**To:** Wrisley, Terri <TWrisley@saratogacountyny.gov>  
**Subject:** Tax foreclosure searches

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Terri:

I am replying to your request for a quote for searching tax foreclosure properties for Saratoga County. Given the number of unknown factors for these properties (i.e. how far back one needs to search to find a warranty deed) I would estimate a fee of \$175 per search, with the results returned back to you in an excel spreadsheet format as outlined in your request. One of the upfront costs for me would be renewing my Excel license for this project. I am a sole proprietor with regular customers looking for me to complete their projects at the same time so I would like to take your searches in blocks of 10 properties at a time until we've reached your deadline of May 26, 2023.

Please feel free to contact me via email or cell phone (518)495-2785 if you have any questions.

Thank you - Kim Breyo

NE Classic Abstracting  
2906 Co Hwy 107  
Amsterdam, NY 12010

## Echo E. Kischuk

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**From:** Nicolle Galligan <ngalligan@oldhtitle.com>  
**Sent:** Tuesday, May 2, 2023 1:11 PM  
**To:** Echo E. Kischuk  
**Subject:** RE: Quote Request

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Erin!

Thank you so much for thinking of us.

I'm happy to produce a quote for you. For the work you have quoted, we would be looking for \$200 per file with the following condition:

- Depending on the actual number of properties (you have quoted 20-100), we might not be able to meet your timeline of 5/26. While 20-50 is likely doable in the timeline, north of 50 might not be. We will certainly make every effort to meet it, however, the time frame is tight. Depending on when you make the determination of the vendor who has been chosen after the bidding end date of May 4<sup>th</sup>, that will determine when the work can actually begin.

Once again, thanks again for reaching out and please let us know if there is anything further we can help with.

Nicolle Galligan  
Director of Title Operations  
**OLD HERITAGE**  
Realty Services, LLC  
4 Winners Circle  
Albany NY 12205  
Phone: 518-689-0307 x4257  
ngalligan@oldhtitle.com

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**From:** Echo E. Kischuk <EKischuk@saratogacountyny.gov>  
**Sent:** Monday, May 1, 2023 4:25 PM  
**To:** Nicolle Galligan <ngalligan@oldhtitle.com>  
**Subject:** Quote Request

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Nicole,

Please find the quote request regarding title search of Saratoga County tax foreclosure properties attached.

Please give our office a call at (518) 844-4724 for any additional questions.

Thank you!

Kind Regards,

*Echo E. Kischuk*

Echo E. Kischuk

*Paralegal Specialist*

Office of the Saratoga County Treasurer

40 McMaster Street, Building 1,

Ballston Spa, NY 12020

P: (518) 884-4724 ext. 4610

F: (518) 884-4775

Email: [ekischuk@saratogacountyny.gov](mailto:ekischuk@saratogacountyny.gov)

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**Total Delinquent Parcels (By Tax Year):**

2020: 191

2021: 238

**Projected Cost:**

The initial quotes indicate that the standard fee for title searching is \$175/parcel. Old Heritage provided a quote for \$200/parcel.

5/16/23



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION XXX - 2023**

**Introduced by Law and Finance: Supervisors Schopf, Barrett, Edwards, Grasso, Lant, Tollisen and M. Veitch**

#### **AUTHORIZING AGREEMENTS WITH TITLE SEARCH AGENCIES FOR WORK ASSOCIATED WITH THE COUNTY'S TAX FORECLOSURE ACTIONS AND THE TRANSFER OF FUNDS, AND AMENDING THE 2023 COUNTY BUDGET IN RELATION THERETO**

**WHEREAS**, the statewide moratorium imposed by the *COVID-19 Emergency Eviction and Foreclosure Act of 2020* resulted in a significant backlog of delinquent tax parcels subject to real property tax foreclosure enforcement by Saratoga County; and

**WHEREAS**, the County's delinquent tax parcels ripe for tax foreclosure enforcement include tax liens from tax years 2019, 2020, and 2021; and

**WHEREAS**, title searches are required to identify the owner or owners, and any person or entity that has any right, title, or interest in, the delinquent tax parcels for purposes of serving the tax foreclosure petition upon these parties; and

**WHEREAS**, the County has concluded the required title searches for the 2019 tax year liens, but has not conducted title searches for the 2020 and 2021 tax year liens; and

**WHEREAS**, the Governor has introduced legislation that seeks to amend Article 11 of the Real Property Tax Law, the real property tax foreclosure enforcement statute, that will prohibit the County from keeping any surplus funds in excess of the amount of outstanding taxes due to the County on properties sold at auction; and

**WHEREAS**, the Governor's proposed legislation authorizes a grace period to permit counties to initiate tax foreclosure actions before a date certain and allow the retention of surplus funds, but the County must file its tax foreclosure actions before the grace period expires; and

**WHEREAS**, the grace period in the Governor's proposed legislation expires October 1, 2023, and to meet the anticipated deadline imposed by the Governor's proposed legislation, title searches for 2020 and 2021 tax year liens must be expedited to meet the deadline; and

**WHEREAS**, the Director of the Office of Real Property Tax Service, County Attorney, and County Treasurer as the Tax Enforcing Officer, recommend expediting title searches to

allow the County to initiate tax foreclosure proceedings on delinquent tax parcels before the deadline; now, therefore, be it

**RESOLVED**, that this Board authorize the transfer of \$75,000 to fund multiple minor contracts outsourcing titles searches of delinquent tax parcels for tax years 2020 and 2021; and it is further

**RESOLVED**, that the Budget Officer is hereby authorized to enter the appropriate journal entries to reflect the approved budget transfer; and it is further

**RESOLVED**, that the 2023 Saratoga County Budget is amended as follows:

PLANNING

Increase Appropriations:

A.16.000-8190	Other Professional Services	\$75,000
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Decrease Reserve:

A-0599.B	Appropriated Fund Balance-Budgetary	\$75,000
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; and it is further

**RESOLVED**, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: The budget will be amended to increase appropriations and decrease the fund balance by \$75,000.

May 16, 2023 Regular Meeting

Motion to Adopt:

Second:

AYES:

ABSENT:

NOES:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Tracy Goodson, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** County Administrator

**DATE:** 5.3.2023

**COMMITTEE:** Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

AUTHORIZING CONSENT TO AN ASSIGNMENT AGREEMENT BETWEEN COUNTY OF SARATOGA, TOWN OF MALTA, AND GLOBALFOUNDRIES U.S., INC.

3. Specific Details on what the resolution will authorize:

This resolution will authorize the Chairman of the Board of Supervisors to sign an Assignment Agreement between all parties describing maintenance responsibilities of standard and non-standard areas within the area previously managed by the Luther Forest Technology Campus Economic Development Corporation, Inc.

The County is agreeing to continue its practice of maintaining the roads within the campus from curb-to-curb. All areas outside the road will be the responsibility of Global Foundries.

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted Yes

4. Is a Budget Amendment needed:  YES or  NO  
If yes, budget lines and impact must be provided.  
Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
Consulted Yes

Please see attachments for impacted budget lines.  
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted  
N/A

7. Does this item require the awarding of a contract:  Y  N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?  Y  N  N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted  
N/A

County Administrator's Office  
Consulted **Yes**

8. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:
  - b. Agency granting funds:
  - c. Amount of grant:
  - d. Purpose grant will be used for:
  - e. Equipment and/or services being purchased with the grant:
  - f. Time period grant covers:
  - g. Amount of county matching funds:
  - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Draft agreement

10. Remarks:

## AGREEMENT

THIS AGREEMENT ( “Agreement”) is entered into as of the \_\_\_ day of April, 2023 (the “Effective Date”) by and between LUTHER FOREST TECHNOLOGY CAMPUS ECONOMIC DEVELOPMENT CORPORATION, a New York not-for-profit corporation whose address is 519 Broadway, Saratoga Springs, New York 12866 (“Assignor”), GLOBALFOUNDRIES INNOVATION LLC, a Delaware limited liability company whose address is 400 Stonebreak Road Extension, Malta, New York 12020 (“Assignee”), the COUNTY OF SARATOGA, a municipal corporation whose address is 40 McMaster Street, Ballston Spa, New York 12020 (the “County”) and the TOWN OF MALTA, a municipal corporation whose address is 2540 Route 9, Malta, New York 12020 (the “Town”) (Assignor, Assignee, County and Town are sometimes hereinafter collectively referred to as the “Parties” and individually as a “Party.”)

### WITNESSETH:

WHEREAS, Assignor is the current owner of +/- 802.73 acres of land (the “Real Property”) within the Luther Forest Technology Campus in the Towns of Malta and Stillwater (the “Campus”); and

WHEREAS, Assignor and the Town entered into an Agreement dated February 4, 2008 regarding the transfer of certain land within the Campus from Assignor to the Town and the construction by the Town of certain roads (therein referred to as “Interior Roads”) within the Town in connection with the initial development of the Campus, which Agreement was amended by way of a First Amendment to Agreement dated April 27, 2009 (together, the “2008 Agreement”); and

WHEREAS, Assignor, the Town and the County entered into an Agreement dated December 30, 2015 pursuant to which the Interior Roads and the 2015 Connector Road within the Campus (together, the “Roads”), along with related appurtenances (excluding wetland mitigation areas), were transferred by the Town to the County, all as further described therein (the “2015 Three-Party Agreement”); and

WHEREAS, Assignor and the County entered into an Agreement dated December 30, 2015 pursuant to which the County agreed to maintain the Roads and the Assignor agreed to maintain non-standard features of the Roads, all as further described therein (the “2015 County Road Agreement”); and

WHEREAS, Assignor is selling the Real Property to Assignee pursuant to a Purchase and Sale Agreement made by and between Assignor and GlobalFoundries U.S. Inc. effective as of May 2, 2022, as was subsequently amended, pursuant to which the right, title and interest of GlobalFoundries U.S. Inc. was assigned to Assignee; and

WHEREAS, a deed of conveyance to the Real Property of even date herewith is being given by Assignor to Assignee and is being recorded in the Saratoga County Clerk’s Office; and

WHEREAS, the Parties now enter into this Agreement in order for (i) Assignor, the Town and the County to amend the 2015 Three-Party Agreement, (ii) Assignor to assign its right, title and interest to the 2015 Three-Party Agreement, as amended hereby, to Assignee, who will assume

the obligations of Assignor thereunder, all in accordance herewith (iii) Assignor, Assignee and the Town to acknowledge that Assignee is not taking an assignment of the 2008 Agreement, nor assuming the obligations of Assignor thereunder and (iv) the Parties to acknowledge that the 2015 County Road Agreement will be assigned from Assignor to Assignee, with the consent of the County, by way of separate instrument; and

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual agreements and covenants herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. Amendment to 2015 Three-Party Agreement. The 2015 Three-Party Agreement is hereby amended by and between Assignor, the County and the Town as follows:

The following is added to Section 3 of the 2015 Three-Party Agreement entitled “Host Benefit Contribution”: The County and the Town acknowledge that there is no obligation on the part of Assignee to make any direct monetary payment to either the County or the Town in the form of a Host Benefit Contribution or Host Benefit Payment pursuant to Resolutions 199-2015 and 217-2015 of the County Board of Supervisors or pursuant to any other County resolution. Instead, as and for its Host Benefit Contribution, the Assignee will perform the obligations of Assignor: (i) as set forth in the 2015 Three Party Agreement being assigned by Assignor to Assignee hereunder, as the same is amended by this paragraph 1, and (ii) as set forth in the 2015 County Road Agreement assigned by Assignor to Assignee by way of an Assignment and Assumption Agreement dated April 26, 2023 and consented to by the County on April 21, 2023 (“Road Assignment Agreement”).

2. Assignment of 2015 Three-Party Agreement.

- i. Assignor hereby assigns and conveys to Assignee for the benefit of Assignee, its successors and assigns, all of Assignor’s right, title and interest in, to and under the 2015 Three-Party Agreement, as amended in accordance paragraph 1 of this Agreement (the “Amended 2015 Three-Party Agreement”).
- ii. Assignee hereby accepts the assignment and conveyance of the Amended 2015 Three-Party Agreement by Assignor pursuant to paragraph 2(i) above and does hereby assume, and undertake and agree to hereafter pay, perform and discharge in accordance with its terms any and all of the liabilities, obligations and commitments of Assignor relating to the Amended 2015 Three-Party Agreement (“Obligations”). Assignee shall be responsible for the performance of Obligations after the transfer of title to the Real Property from Assignor to Assignee ("Closing"). Assignor shall remain fully responsible and liable for the performance of any Obligations before Closing.

iii. By their execution of this Agreement, the Town and the County each consent to the assignment of the Amended 2015 Three-Party Agreement from Assignor to Assignee, as set forth herein.

3. 2008 Agreement. Assignor, Assignee and the Town hereby acknowledge and agree that the Assignee is not taking an assignment of the 2008 Agreement nor is Assignee assuming any obligations of the Assignor thereunder.

4. 2015 County Road Agreement. The Parties acknowledge that Assignor is assigning its right, title, interest and obligations under the 2015 County Road Agreement to Assignee, with the consent of the County, by way of the Road Assignment Agreement. This Agreement is in no way intended to supersede, modify or replace Assignee's obligations to maintain and upkeep the non-standard features of the Transferred Roads provided in the 2015 County Road Agreement as assigned by the Road Assignment Agreement.

5. Benefit of the Agreement. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and permitted assigns. Nothing in this Agreement, express or implied, shall confer on any person or entity other than the Parties hereto, and their respective successors and permitted assigns, any rights, remedies, obligations or liabilities under or by reason of this Agreement, including any third-party beneficiary rights. Nothing in this Agreement shall obligate the Town of Malta to construct or sponsor construction of any road within the Campus.

6. Headings. The headings used in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

7. Governing Law. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of New York without giving effect to conflict of law provisions thereof.

8. Counterparts. This Agreement may be executed in counterparts, and each counterpart, when executed, shall have the effect of a signed original. This Agreement shall be deemed to have been fully executed when each of the Parties hereto have executed and exchanged counterparts thereof, which may be accomplished by facsimile, electronic mail or in person in accordance with the conveniences of the Parties. Executed photocopies of this Agreement, by way of counterparts or otherwise, shall be as binding as the original.

*[Signature Pages Follow]*

**IN WITNESS WHEREOF**, Assignor has executed this Agreement as of the Effective Date first set forth above.

**LUTHER FOREST TECHNOLOGY CAMPUS  
ECONOMIC DEVELOPMENT  
CORPORATION**

By: \_\_\_\_\_  
Name: J. Thomas Roohan  
Title: Chairman

**IN WITNESS WHEREOF**, Assignee has executed this Agreement as of the Effective Date first set forth above.

**GLOBALFOUNDRIES Innovation LLC**

By: \_\_\_\_\_

Name: Brendan Chudy

Title: Authorized Signatory

**IN WITNESS WHEREOF**, the County of Saratoga has executed this Agreement as of the Effective Date first set forth above.

**COUNTY OF SARATOGA**

\_\_\_\_\_  
By: Theodore T. Kusnierz, Jr.

Title: Chairman, Saratoga County Board of Supervisors

**IN WITNESS WHEREOF**, the Town of Malta has executed this Agreement as of the Effective Date first set forth above.

**TOWN OF MALTA**

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By: Mark E. Hammond  
Title: Supervisor



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Tracy Goodson, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Chairman's Item



**DATE:** 5/4/2023

**COMMITTEE:** Law & Finance



This column must be completed prior to submission of the request.

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Appointing Members to the County Planning Board

3. Specific Details on what the resolution will authorize:

Resolution 48-61, amended by Resolution 74-65 and 56-73, established the County Planning Board. This resolution would reappointment two members of the County Planning Board due to expiring terms. Each member has a 5 year term for this board.

County Attorney's Office  
Consulted Yes

4. Is a Budget Amendment needed:  YES or  NO  
If yes, budget lines and impact must be provided.  
Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
Consulted **No**

- Please see attachments for impacted budget lines.  
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

7. Does this item require the awarding of a contract:  Y  N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?  Y  N  N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

N/A

Purchasing Office Consulted

N/A

8. Is a grant being accepted:  YES or  NO

County Administrator's Office Consulted NO <input type="checkbox"/>
--

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other \_\_\_\_\_

10. Remarks:



# SARATOGA COUNTY BOARD OF SUPERVISORS

## RESOLUTION XX-2023

Introduced by Chairman Kusnierz

### APPOINTING MEMBERS TO THE COUNTY PLANNING BOARD

WHEREAS, Resolution 48-61, as amended by Resolutions 74-65 and 56-73, established the County Planning Board; and

WHEREAS, the terms of certain members of the Planning Board have expired; now, therefore, be it

RESOLVED, that the following people are reappointed as a members of the County Planning Board for the stated terms:

<u>Name</u>	<u>Municipality</u>	<u>Term Expires</u>
Marcia Murray 24 Mallard Cove Ballston Lake, NY 12019	Town of Malta	5/31/28
Tom L. Lewis 60 Franklin Street Saratoga Springs, NY 12866	City of Saratoga Springs	5/31/28

BUDET IMPACT STATEMENT: No budget impact.



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Tracy Goodson, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Chairman's Item

**DATE:** 5/4/2023

**COMMITTEE:** Law & Finance

1. Is a Resolution Required:

2. Proposed Resolution Title:

Appointing a Member to the County Fire Advisory Board

3. Specific Details on what the resolution will authorize:

County Law Section 225-a allows the Board of Supervisors to create the County Fire Advisory Board. This resolution would appoint one member to represent the Town of Hadley for a term to expire December 31, 2024.

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted Yes

4. Is a Budget Amendment needed:  YES or  NO  
If yes, budget lines and impact must be provided.  
Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
Consulted No

- Please see attachments for impacted budget lines.  
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted

N/A

7. Does this item require the awarding of a contract:  Y  N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?  Y  N  N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

N/A

County Administrator's Office  
Consulted No

8. Is a grant being accepted:  YES or  NO

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other \_\_\_\_\_

10. Remarks:

5/16/23



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION XX - 2023**

**Introduced by Chair of the Board**

#### **APPOINTING A MEMBER TO THE COUNTY FIRE ADVISORY BOARD**

**WHEREAS**, pursuant to County Law §225-a, the Board of Supervisors created the County Fire Advisory Board; and

**WHEREAS**, the terms of the present board members have expired and the seat was vacant; now, therefore, be it

**RESOLVED**, that the following individuals be appointed as members of the County Fire Advisory Board for terms expiring on December 31, 2024:

MUNICIPALITY

Town of Hadley

NAME AND ADDRESS

Heather Emerick  
3 Gurney Lane, Corinth, NY 12822

; and it is further

**RESOLVED**, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact.



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Tracy Goodson, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** County Administrator



**DATE:** 4.24.23

**COMMITTEE:** Law & Finance



This column must be completed prior to submission of the request.

1. Is a Resolution Required:

No, Committee Approval Only

2. Proposed Resolution Title:

Authorizing a partial distribution of funds for projects identified by the Supervisors of Saratoga Springs

3. Specific Details on what the resolution will authorize:

Distribution of \$18,000 pursuant to Res. 386-2022 to the Saratoga County Chamber of Commerce to support an outdoor dining program.

County Attorney's Office  
Consulted **Yes**

4. Is a Budget Amendment needed:  YES or  NO  
If yes, budget lines and impact must be provided.  
Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
Consulted

Please see attachments for impacted budget lines.  
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted A.90.900-8492
- b. Budget year impacted 2023
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted  
N/A

7. Does this item require the awarding of a contract:  Y  N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?  Y  N  N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted  
N/A

County Administrator's Office  
Consulted **Yes**

8. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:
  - b. Agency granting funds:
  - c. Amount of grant:
  - d. Purpose grant will be used for:
  - e. Equipment and/or services being purchased with the grant:
  - f. Time period grant covers:
  - g. Amount of county matching funds:
  - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other \_\_\_\_\_

10. Remarks: